

<b>Job Title</b>	English Tutor
<b>PVN ID</b>	ME-2508-006953
<b>Category</b>	Instruction and Social Service
<b>Location</b>	MEDGAR EVERS COLLEGE
<b>Department</b>	Liberty Partnerships Program
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$17.00-\$18.00
<b>Hour(s) a Week</b>	10.00-19.00
<b>Closing Date</b>	Oct 06, 2025 (Or Until Filled)

## General Description

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We are looking for a skilled and passionate English Tutor to support high school students in developing their reading, writing, and critical thinking skills. The tutor will provide individualized or small group instruction, help students meet curriculum goals, and prepare them for success in coursework, exams, and future academic pursuits.

## Other Duties

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- Provide personalized tutoring in high school English subjects, including literature, composition, grammar, and vocabulary
- Assist students in reading comprehension, literary analysis, and essay writing for academic assignments and standardized tests (e.g., SAT, ACT, AP English)
- Review and edit written assignments, providing constructive feedback to improve clarity, structure, grammar, and argumentation
- Help students develop strong writing processes, including brainstorming, outlining, drafting, revising, and proofreading
- Support vocabulary development and the use of precise, effective language
- Guide students through literary texts, fostering critical thinking and discussion of themes, style, and context
- Tailor instruction to meet individual learning needs, taking into account different learning styles and academic goals
- Track and communicate student progress regularly to students and, when appropriate, to parents/guardians
- Stay familiar with school curricula, reading lists, and state standards to align instruction with academic expectations
- Encourage academic confidence and a love of reading and writing

- Facilitating Liberty Partnerships Program Assessments and Surveys
- Other duties as assigned

## Qualifications

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- Bachelor's degree (or current enrollment in a degree program) in English, Education, or a related field; advanced coursework or degree preferred
- Strong command of English language, literature, and composition
- Prior tutoring or teaching experience with high school students is highly desirable
- Familiarity with common high school English curricula and standardized tests (e.g., SAT, ACT, AP)
- Excellent written and verbal communication skills
- Patience, reliability, and the ability to build rapport with students
- Ability to work independently and manage time effectively
- Passion for helping students succeed academically and grow as thinkers and writers